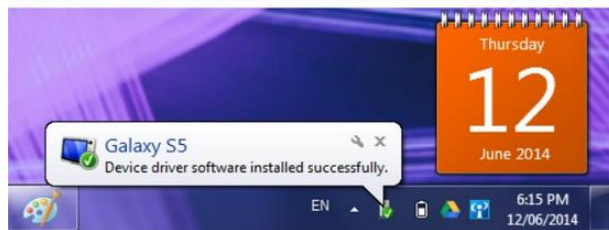
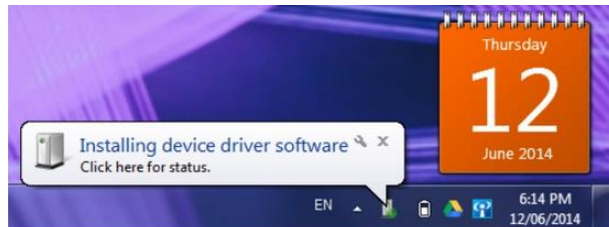


Thumb/Flash Drive:



Saving Files to a Thumb/Flash Drive:

1. Insert thumb drive into USB port, dialog box will pop-up in the lower right of task bar or upper right of screen (Win 8)



2. While in the document to save:
go to "FILE" and click "SAVE AS"
3. A window will appear, Choose Flash/Thumb drive(may have brand name or just say removable disk)
4. Choose desired folder, create new folder or name file and save(not in a folder)

